Bureau of Child Care Licensing Phone 1-800-852-3345 Ext. 4624 or 271-4624	NON CRITICAL VIOLATIONS	Page 1 OF 2	
#	ITEM INDICATES NON COMPLIANCE WITH THAT ITEM. (PUT SPECIFICS IN		
PROGRAM NAME: DATE OF VISIT:			
TYPE OF VISIT:NAME & POSITION OF STAFF MEMBER IN CHARGE DUF	INITIALS OF LICENSING SPECIALIST(S) RING VISIT:	LICENSE TYPE(S):	
MULTIPLE BUILDINGS SINGLE LICENSE 4002.02 FUNCTION AS A SINGLE PROGRAM	WATER SUPPLY, SEPTIC SYSTEMS, BATHROOM FACILITIES AND DIAPER CHANGING FACULTIES 4002.17	MEDS. ARE NOT BEYOND EXPIRATION DATES AND RETURNED TO PARENTS OR DISCARDED WHEN	
BUILDINGS IN CLOSE PROXIMITY EFFECTIVE COMMUNICATIONS MEET CENTER BASED MULTIPLE BUILDING	WATER ISSUES ☐ UNDER PRESSURE & AT LEAST 100 DEGREES AT SINKS USED BY CHILDREN DURING OPERATING HOURS	EXPIRED ADMINISTRATION OF MEDS. APPROPRIATELY SUPERVISED	
STAFFING REQUIREMENTS EACH BUILDING HAS ADEQUATE SQUARE FOOTA	(N/A SAP'S IN SCHOOLS, SERVING ONLY SCHOOL AGE	MEDS. ARE STORED PROPERLY, INACCESSIBLE TO CHILDREN	
AND BATHROOM FACILITIES FOR THE NUMBER OF CHILDREN IN BUILDING	■ EQUIPPED WITH STOOLS/PLATFORMS AS REQUIRED	☐ EACH DOSE OF MEDICATION IS RECORDED ☐ MEDS ARE NOT KEPT AT PROGRAM BEYOND DATES	
LICENSE & PERMIT REQUIREMENTS 4002.05 LICENSE DISPLAYED PROMINENTLY1 LICENSE NOT ALTERED	☐ STOOLS & PLATFORMS NOT EASILY TIPPED ☐ PRIVACY PROVIDED FOR TOILETING ☐ TOILETS, SINKS, POTTY CHAIRS AND ADAPTERS	PARENTAL AUTHORIZATION ANY MEDS. BELONGING TO PROGRAM RATHER THAN FOR A SPECIFIC CHILD ARE ADMINISTERED	
SOFS WITH POCS DISPLAYED PROMINENTLY AND ON FILE/AVAILABLE FOR REVIEW BY PARENTS	CLEANED AND SANITIZED WHEN EVER VISIBLY SOILED, AND AT	PROPERLY PREVENTION & MANAGEMENT OF INJURIES	
 □ PARENTS OF CURRENT ENROLLEES OR POTENTI ENROLLEES INFORMED OF SOF AVAILABILITY □ SOF/POC NOT ALTERED AFTER APPROVAL BY DE 	□ TOILET PAPER, PAPER TOWELS OR INDIVIDUAL CLOTH	& EMERGENCIES 4002.21 SUPERVISION ONLY EXEMPTIONS FROM SUPERVISION ALLOWED	
ALL REQUIRED RECORDS ON FILE ON PREMISES AVAILABLE FOR REVIEW BY DEPT. FOR 1 YR		ARE: ALL PROGRAMS:)CHILDREN 5 AND OLDER-INSIDE TO	
☐ LICENSE/PERMIT IS VALID ☐ PROGRAM HAS SUBMITTED APPROPRIATE	WALLS, FLOORS AND OTHER SURFACES CLEANED AT LEAST WEEKLY AND MORE OFTEN WHEN	BATHROOM WITHOUT ADULT PRESENT IN BUILDING CENTER BASED MAY ALLOW CHILD AGE 6 OR OLDER	
APPLICATION PRIOR TO ADDING/CHANGING PROGRAM TYPES □ LICENSE/PERMIT NOT ALTERED BY PROGRAM ST	OBVIOUSLY SOILED POTTY CHAIRS/ADULT SIZE TOILETS/ADAPTORS: □ IF LICENSED FOR CHILDREN 18 MOS-2YRS11MOS, ONE	ENROLLED IN A FULL DAY SCHOOL PROGRAM TO LEAVE PREMISES FOR ACTIVITY WITH: SIGNED, DATED WRITTEN PARENTAL PERMISSION	
PROGRAM NAME CHANGE REPORTED TO BCCL WRITTEN NOTICE TO BCCL WITHIN 10 DAYS OF	CHILD SIZE TOILET, ADULT TOILET WITH ADAPTER, OR POTTY CHAIR AVAILABLE FOR EVERY 10 CHILDREN	THAT INCLUDES:	
CENTER DIRECTOR CHANGE NON QUALIFIED PERSON SUBBING FOR CENTER DIRECTOR NOT MORE THAN 30 DAYS	☐ IN CLOSE PROXIMITY TO TOILET & SINK ☐ POTTY CHAIR RECEPTACLE EMPTIED AND SANITIZED AFTER EACH USE	CHILD'S NAME, DATE, DESTINATION &TIME PERIOD AUTHORIZED BY PARENT(S) FCC/FGCC WHEN 5 OR FEWER SCHOOL AGE	
☐ WITHIN 60 DAYS QUALIFIED CENTER DIRECTOR IN		CHILDREN ARE PRESENT, MAY ALLOW CHILDREN 6 OR OLDER,	
AND REQUIRED PAPER WORK ON FILE @ BCCL DOCUMENTATION OF LIABILITY INSURANCE, OR	USED EXCLUSIVELY FOR DIAPER CHANGING EQUIPPED WITH FOOT ACTIVATED RECEPTACLE FOR DISPOSAL OF	ENROLLED IN FULL DAY SCHOOL PROGRAM TO PLAY OUTSIDE WHEN PROVIDER IS INSIDE OR TO LEAVE	
DOCUMENTATION OF LACK OF INSURANCE ON FILE DOCUMENTATION OF LACK OF LIABILITY I INSUR. PROVIDED TO PARENTS PRIOR TO ENROLLMENT	SOILED DIAPERS AND CLEANING ARTICLES IN FCC, LOCATED IN CLOSE PROXIMITY TO HAND WASHING	PREMISES OF PROGRAM UNSUPERVISED FOR SPECIFIC ACTIVITY, WITH:	
CONFIDENTIALITY 4002.09 EITHER VERBAL OR WRITTEN PARENTAL	SINK IN CENTER BASED PROGRAMS, LOCATED IN ROOM	☐ SIGNED, DATED WRITTEN PARENTAL PERMISSION THAT	
AUTHORIZATION IS OBTAINED FROM EACH CHILD PARENT(S) PRIOR TO RELEASE OF INFO RE HIS/H CHILD		INCLUDES CHILDS NAME, DATES, DESTINATION (OR OUTSIDE PLAY AREA) APPROVED, AND TIME PERIOD OF APPROVAL	
LICENSE CAPACITY & STAFF & CHILD ATTENDANCE RECORDS 4002.15	DIAPER CHANGING AREA IN THE CLASSROOM WHERE CHILDREN	☐ FCC/FGCC USE <u>ELECTRONIC MONITORS</u> TO SUPERVISE	
CHILDREN'S ATTENDANCE RECORDS: COMPLETED & AVAILABLE FOR 6 MOS	IN DIAPERS ARE CARED FOR, EQUIPPED WITH A SINK FOR HAND WASHING BEFORE/AFTER DIAPER CHANGING	SLEEPING CHILDREN WITH SIGNED, DATED WRITTEN PARENTAL AUTHORIZATION, ONLY WHEN SOUNDS	
☐ ACCURATELY REFLECT # OF & IDENTITY OF CHILI PRESENT AT ALL TIMES DURING OPERATING HRS ☐ INCLUDE EACH CHILD'S NAME, & TIME OF ARRIVA	N/A FOR CHILDREN AGES 3 AND OLDER WITH PRIVACY	FORM MONITOR CAN BE HEARD BY CAREGIVERS, AND CAREGIVERS OBSERVE SLEEPING CHILDREN EVERY	
DEPARTURE, COMPLETED BY STAFF OR PARENT EACH CHILD ARRIVES/LEAVES PROGRAM	S AS CHILD CARE PERSONNEL & HOUSEHOLD MEMBERS HEALTH REQUIREMENTS 4002.18	20 MINUTES TO ENSURE EACH CHILD IS SAFE AND	
STAFF ATTENDANCE RECORDS ACCURATELY REFLECT # AND I.D. OF STAFF PRE AT ALL TIMES DURING OPERATING HOURS	SENT CHILD CARE PERSONNEL A COMPLETE PHYSICAL EXAM RECORD (PE) ON FILE FOR	COMFY. CENTER BASED USE ELECTRONIC MONITORS TO SUPERVISE SLEEPING CHILDREN WITH SIGNED.	
☐ AVAILABLE FOR REVIEW AND MAINTAINED FOR 6☐ EACH EMPLOYEE'S NAME	MOS EACH STAFF WITHIN 60 DAYS OF HIRE PE'S FOR NEW HIRES COMPLETED WITHIN 12 MONTHS	DATED WRITTEN PARENTAL AUTHORIZATION, ONLY WHEN STAFF ARE IN ADJOINING ROOM & SOUNDS	
☐ SCHEDULED WORK HOURS ☐ ARRIVAL & DEPARTURE TIME COMPLETED BY EAR INDIVIDUAL AS HE/SHE ARRIVES/LEAVES PROGRA		FROM MONITOR ARE HEARD BY SUPERVISING STAFF, AND STAFF OBSERVE SLEEPING CHILDREN TO ENSURE EACH CHILD IS SAFE & COMFORTABLE	
□ JOB TITLE □ AGE GROUP OR CLASSROOM ASSIGNED TO WOR	OF DATE OF PREVIOUS EXAM	☐ FIRST AID PROVIDED FOR ANY INJURY AS FOLLOWS: MINOR INJURIES, SCRAPES/BRUISES PROVIDED BY	
WITH ☐ PROGRAM DOES NOT TEMPORARILY EXCEED LIC	ENSE A COMPLETE PE ON FILE WITHIN 60 DAYS, INCLUDING:	ANY STAFF, WHEN INJURY IS MORE THAN MINOR SCRAPE/BRUISE FIRST AID PROVIDED BY STAFF	
CAPACITY WITHOUT PRIOR APPROVAL BY BCCL HEALTH & SAFETY IN THE CHILD CARE ENV. 4002.16 FREE OF HAZARDOUS CONDITIONS IE:	(DATE OF EXAM; FREE OF COMMUNICABLE DISEASE OR OTHER CONDITIONS POSING HAZARD TO CHILDREN; TB TEST RESULTS; SIGNATURE OF LIC. HEALTH PRACT.)	CERTIFIED IN FIRST AID. ADEQUATE FIRST AID SUPPLIES ON PREMISES, ON FIELD	
☐ OUTLETS HAVE PROTECTIVE SHIELDS/COVERS N SAP'S	V/A CHILD HEALTH REQUIREMENTS & COMMUNICABLE DISEASE ISSUES 4002.19	TRIP/WATER ACT., IN PORTABLE CONTAINER IN SAFE LOCATION, INCLUDING NON EXPIRED SYRUP OF	
HANDRAILS ON STAIRS WITH 3 OR MORE STEPS (N/A FOR EXISTING STAIRWAYS IN SAP'S IN SCHO HANDRAILS, GUARDRAILS ON PLAY STRUCTURE		IPECAC ☐ EMERGENCY PLAN POSTED NEAR PHONE & ALL STAFF ARE INSTRUCTED RE THE	
LOFTS, STAIRWAYS, DECKS PORCHES, BALCONIE OTHER BARRIERS ACCESSIBLE TO CHILDREN HA	S OR EXEMPTED	EXISTENCE/LOCATION OF THE PLAN MERGENCY PLAN CONTAINS REQUIRED INFO	
BALUSTERS SPACED LESS THAN 31/2' APART NO TRIP HAZARDS, IE. HOLES IN FLOORS, LOOSE		DEATH OF A CHILD WHILE IN PROGRAM'S CARE REPORTED TO DEPARTMENT AS REQUIRED	
RUGS OR TILES OPEN WINDOWS/DOORS HAVE SCREENS (INSECT	A COMPLETE PHYSICAL EXAM UPDATE ON FILE ANNUALLY (1 YEAR AND 60 DAYS FROM PREVIOUS PE) FOR CHILDREN AGES 5 AND YOUNGER	☐ INJURIES ARE REPORTED TO PARENTS AND RECORDED AS REQUIRED BY 4002.21(s)) THROUGH (v)	
☐ PAINT ACCESSIBLE TO CHILDREN NOT LOOSE/FLAKING	☐ EVERY 2 YEARS (2 YEARS AND 60 DAYS FROM DATE OF PE)	☐ <u>FIRE DRILLS</u> ARE CONDUCTED, RECORDED AS REQUIRED	
☐ NO UNCLEAN CONDITIONS /LACK OF REGULAR CLEANING PET ISSUES	FOR CHILDREN AGE 6 AND OLDER** CHILD CARE PERSONNEL OBSERVE CHILDREN DAILY FOR	IN HeC 4002.21(w) THROUGH (ae) CHILD REGISTRATION & EMERGENCY INFORMATION 4002.22	
PETS NOT ALLOWED ON FOOD PREP SURFACES FOOD	OR SYMPTOMS OF ILLNESS/INJURY THAT IMPAIR OR PROHIBIT CHILD'S PARTICIPATION OR REQUIRE MORE	☐ REGISTRATION FORM CONTAINING ALL REQUIRED INFO	
SERVICE SURFACES PETS WHICH POSE HEALTH/SAFETY RISK ARE NO ROOMS USED BY CHILDREN AND NOT ACCESSIBLE		ON FILE FOR EACH CHILD ON FIRST DAY OF ATTENDANCE CHILD CARE SPACE 4002.23	
CHILDREN (BATS, TURTLES, TORTOISES, SNAKES IGUANAS, OTHER LIZARDS/REPTILES, HEDGEHOO	s, MORE THAN ONCE DAILY; UNCONTROLLED COUGHING/WHEEZING; UNUSUAL OR EXTREME	☐ CENTER BASED PROGRAMS WITH COMMON SPACE USED IN ACCORDANCE WITH RULES HAVE NO MORE	
PARAKEETS OR PARROT LIKE BIRDS) PROGRAMS ENSURE THAT AREAS USED BY CHILDREN HAVE MECHANICAL VENTILATION SYSTEM OR OP		THAN 2 CHILDREN OVER ROOM CAPACITY. I□ IN PROGRAMS LICENSED ON OR BEFORE 5/30/98 WHICH	
SCREENED WINDOW WHICH DOES NOT POSE HA. ARE AT LEAST 65 DEGREES WHEN KIDS ARE PRE	ZARD TEMPERATURE OF 100 OR HIGHER COMBINED WITH:	HAVE COMMON SPACE & WOULD OTHERWISE NEED TO REDUCE LICENSE CAPACITY, HAVE NO MORE	
☐ HAVE ADEQUATE LIGHTING OUTSIDE PLAY AREA FREE OF: ☐ TRASH, LITTER OR DEBRIS	VOMITING. WHEN A CHILD HAS ABOVE SYMPTOMS OF ILLNESS PAPER CALLED TO DEMOVE CHILD EDOM	THAN 4 CHILDREN OVER ROOM CAPACITY ASSIGNED TO EACH ROOM & HAVE NOT LET LICENSE LAPSE,	
☐ ANIMAL FECES ☐ BROKEN TOYS	PARENTS ARE CALLED TO REMOVE CHILD FROM PROGRAM SICK CHILDREN ARE ALLOWED TO REST WITH A QUIET	RELOCATED OR DONE MAJOR RENOVATIONS. COMMON SPACE INCLUDED TO DETERMINE LICENSE CAPACITY IS USED AT LEAST 25% TIME BY	
ENERGY ABSORPTIVE MATERIAL UNDER PLAY EQUIPM 1S:	ACTIVITY IN A COMFORTABLE, PRIVATE, SUPERVISED AREA TILL PARENTS ARRIVE	DIFFERENT GROUPS OF CHILDREN OUTDOOR SPACE MEETS LOCATION AND SIZE	
☐ AT LEAST 8 INCHES DEEP ☐ CHECKED AND RAKED REGULARLY** ☐ TRASH CONTAINERS COVERED IF CONTAIN FOOD	WHEN STAFF OR CHILDREN HAVE SYMPTOMS OF OR ARE KNOWN TO HAVE A COMMUNICABLE DISEASE (CD)	REQUIREMENTS PROGRAMS WHICH OPERATE 5 OR FEWER HOURS PER	
WASTE OR SOILED DISPOSABLE PLATES, CUPS, OR UTEN	PROGRAM CONTACTS DISEASE CONTROL & SILS PREVENTION FOR INFO RE EXCLUSION AND REPORTING	DAY AND DON'T HAVE OUTDOOR PHYSICAL SPACE, HAVE GROSS MOTOR ACTIVITIES	
TRASH CONTAINERS EMPTIED WHEN APPROPRIA	ADMINISTRATION & STORAGE OF MEDICATION 4002.20	TOYS EQUIPMENT & LEARNING MATERIALS 4002.24 AGE AND DEVELOPMENTALLY APPROPRIATE IN GOOD REPAIR	
DRY LOCATION FOODS SERVED TO CHILDREN ARE STORED IN CI	AUTHORIZATION AND INSTRUCTIONS FOR ADMINISTRATION PRIOR TO ADMINISTERING	☐ CLEANED REGULARLY, AND IF MOUTHED BY CHILDREN	
 □ PROTECTED FROM SOURCES OF CONTAMINATIO □ STORED 6 INCHES ABOVE FLOOR 	N PRESCRIPTION OR NON -PRESCRIPTION MEDS. NON-PRESCRIPTION MEDS. ARE ADMINISTERED AS	CLEANED AFTER EACH USE AND AT END OF DAY AVAILABLE AND ACCESSIBLE BY CHILDREN	
STORED SEPARATE FROM NON FOOD ITEMS THA COULD CONTAMINATE FOOD OR COULD BE MISTAFOR FOOD		☐ TOY BOXES HAVE A SAFETY LID OR NO LID ☐ STURDY TABLES AND CHAIRS FOR EACH CHILD'S COMFORT	
STORED IN ORIGINAL CONTAINERS OR CONTAINED DESIGNED FOR FOOD STORAGE	PARTICULAR AGE, IN ACCORDANCE WITH SIGNED, DATED	☐ SPACE IS AVAILABLE FOR EACH CHILD'S POSSESSIONS	
☐ NOT IN CANS THAT ARE DENTED, BULGING OR RUSTED ☐ PERISHABLE FOODS KEPT IN REFRIGERATOR AT	WRITTEN PARENTAL AUTHORIZATION,, INCLUDING INSTRUCTIONS FOR ADMINISTRATION, AND A 41 STATEMENT	☐ CHILDREN'S TOOTHBRUSHES ARE IN INDIVIDUAL CONTAINERS ☐ CRIBS, SLEEPING BAGS, COTS, BEDS, MATS OR	
 □ PERISHABLE FOODS KEPT IN REFRIGERATOR AT DEGREES F OR IN FREEZER AT 0 DEGREES F. □ REFRIGERATORS AND FREEZERS ARE CLEAN 	THAT MD HAS APPROVED THOSE INSTRUCTIONS OR WITH MD'S SIGNED, DATED WRITTEN INSTRUCTIONS	☐ CRIBS, SLEEPING BAGS, COTS, BEDS, MATS OR PLAYPENS AVAILABLE FOR EACH CHILD REQUIRING A REST	
FOOD CONTACT SURFACES CLEANABLE, SMOOTIFREE	H, PARENTAL AUTHORIZATION UPDATED EVERY 6 MOS FOR	☐ WHEN IN USE SLEEPING MATERIALS ARRANGED 2 FEET	
OF CRACKS ETC. OR OTHERWISE DIFFICULT TO CLEAN IMPERFECTIONS	ONGOING MAINTENANCE MEDS :	APART, HEAD TO TOE, AND DO NOT BLOCK PASSAGEWAYS OR EXIT ROUTES NEEDED FOR EMERGENCY EVACUATION OR ACCESS TO EACH	

□ LEFTOVERS TO BE SERVED TO ENROLLED CHILDREN WRAPPED OR COVERED & DATED WRAPPED OR COVERED & DATE PROZEN FOODS TO BE SERVED TO CHILDREN PROGRAM SUPPLY OF NON-PRESC. MEDS ADMINISTERED WRAPPED OR NON-PRESC. MEDS ADMINISTERED BEDDING IS CLEANED WHENCEY SOILED BEDDING TO CHANGE OR NON-PRESC. BEDDING IS CLEANED WHENCEY SOILED BEDDING TO CHANGE OR NON-PRESC. BEDDING IS CLEANED WHENCEY SOILED
PHYSICIANS ORDER PARENTS HAVE OPPORTUNITY DURING OPERATING HOURS TO COMMUNICATE WITH STAFF WHO CARE FOR THEIR CHILD CENTER BASED PROGRAMS HAVE AVAILABLE A WRITTEN SCHEDULE WHICH SHOWS THAT DAILY

PROGRAM ACTIVITIES INCLUDE OPPORTUNITIES FOR DEVELOPMENTALLY APPROPRIATE INDIVIDUAL & CROUD ACTIVITIES INCLUDING MEALS, SNACKS	☐ INFANTS NOT IN FEEDING CHAIRS ARE HELD WHILE FED ☐ BOTTLES ARE NOT PROPPED ☐ CHILDREN NOT EED IN/ON CRIPS OR OTHER SLEEDING	DESIGNATES A CHILD CARE WORKER AS IN CHARGE: DURING UNPLANNED OR EMERGENCY ABSENCE AND END PORTION OF DAY THAT CENTER DIRECTOR OF
GROUP ACTIVITIES, INCLUDING MEALS, SNACKS, SLEEP AND INDOOR AND OUTDOOR ACTIVITIES ROOMS ARRANGED TO ENSURE CHILDREN HAVE	CHILDREN NOT FED IN/ON CRIBS OR OTHER SLEEPING ACCOMMODATIONS CENTER BASED PROGRAMS PROVIDING FOODS TO	FOR PORTION OF DAY THAT CENTER DIRECTOR OF QUALIFIED SUBSTITUTE ARE NOT REQUIRED TO BE PRESENT.
OPPORTUNITIES TO SAFELY PRACTICE RANGE OF MOVEMENTS APPROPRIATE TO THEIR	CHILDREN OLDER THAN 1 YEAR HAVE AVAILABLE WRITTEN MENUS FOR MEALS	PRESENT. □ENSURES THAT ALL STAFF ARE AWARE OF RESPONSIBILITIES & IDENTITY OF PERSON IN
DEVELOPMENTAL LEVEL AND PROTECT YOUNGER OR LESS MOBILE CHILDREN FROM ACCIDENT OR HARM	MENUS COMPLY WITH MEAL PATTERNS NOT MORE THAN 3 HRS ELAPSES BETWEEN MEALS &	CHARGE IN THEIR ABSENCE ONE OF EVERY 8 STAFF IS A QUALIFIED TEACHER
BY OLDER OR MORE PHYSICALLY ACTIVE CHILDREN CHILDREN ARE GIVEN OPPORTUNITIES FOR:	SNACKS CHILDREN ARE PROVIDED FOOD IF PARENTS FORGET	PROGRAMS WITH MULTIPLE BUILDINGS:
IMAGINATIVE PLAY, ACTIVITIES TO ENCOURAGE LANGUAGE DEVELOPMENT, AND CREATIVE	MEALS/SNACKS MEALS GENERALLY MEET MEAL PATTERNS	BUILDING, DESIGNATE A LEAD TEACHER QUALIFIED PERSON TO
ACTIVITIES, WHEN CHILDREN UNDER AGE 3 YRS ARE IN CARE:	DIAPER CHANGING & TOILETING 4002.30 DISPOSABLE/ OR DIAPER SERVICE DIAPERS ARE USED	BE IN CHARGE IN EACH BUILDING
CHILDREN UNDER 24 MOS ARE NOT MIXED WITH CHILDREN OVER 47 MOS EXCEPT FOR TIME LIMITED	AS REQUIRED IN RULES. HOME LAUNDERED DIAPERS ARE	BNSURES ALL STAFF AND PARENTS ARE AWARE OF RESPONSIBILITIES & IDENTITY OF PERSON IN
SPECIFIC ACTIVITIES OR WHEN THERE ARE 17 OR FEWER CHILDREN PRESENT IN THE PROGRAM. OF	USED ONLY AS ALLOWED BY RULES BABY WIPES OR SOFT, WATER MOISTENED PAPER	CHARGE IN EACH BUILDING* PROGRAMS WITH MORE THAN 1 CENTER DIRECTOR
WHOM NO MORE THAN 4 ARE UNDER 3 CHILDREN ARE NOT LEFT UNATTENDED IN SEATING.	TOWELS ARE USED TO CLEAN CHILDREN AFTER DIAPER	HAVE MET REQUIREMENTS FOR REPORTING TO DEPT. AND SENDING REQUIRED DOCUMENTATION
CARRYING OR HOLDING DEVICES PLACED ON TABLES, COUNTERS OR ELEVATED SURFACES	CHANGES DIAPERED CHILDREN ARE CHECKED AND CHANGED	GROUP CHILD CARE CENTER 4002.33 ☐ IN COMPLIANCE WITH STAFF/CHILD RATIOS/MAX.
☐ INFANTS/TODDLERS WHO ARE AWAKE IN PLAY PENS OR	EVERY 2-3 HOURS ADEQUATE DIAPERS, CLOTHING & SHEETS FOR	GROUP SIZE EACH ROOM IS STAFFED BY A AT LEAST A CHILD
CRIBS HAVE STIMULATING ACTIVITIES AND ARE NOT LEFT IN THE CRIBS PLAYPENS MORE THAN 1/2 HR	EMERGENCIES SOILED DIAPERS AND CLEANSING ARTICLES HANDLED	CARE WORKER
☐ INFANTS/TODDLERS IN INFANT SEATS, SWINGS, WALKERS, HIGHCHAIRS, ETC. ARE PROVIDED WITH	AND DISPOSED OF AS REQUIRED BY 4002.30(f) - (I).	☐ A SECOND STAFF PERSON IS ON PREMISES WHEN 11 OR
STIMULATING ACTIVITIES AND ARE NOT LEFT IN THOSE DEVICES FOR MORE THAN 1/2HR	TOILET TRAINING INDIVIDUALIZED, DONE IN ACCORDANCE WITH PLAN DEVELOPED BY PARENTS &	MORE CHILDREN ARE PRESENT STAFF/CHILD RATIO IS BASED ON AVERAGE AGE
ANY INFANT UNDER 6 WEEKS IS IN ATTENDANCE FOR LIMITED TIME, NOT TO EXCEED 12HRS/WEEK	STAFF,& NEVER FORCED WATER ACTIVITIES, FIELD TRIPS & TRANSPORTATION	WHEN THERE'S A MIXED AGE GROUP
(EXCEPTION FOR FCC & FGCC PROVIDER'S CHILD OR OTHER RESIDENT INFANT.	4002.31 (ALL PROGRAMS) PRIOR TO TAKING KIDS ON ROUTINE	WHEN AVERAGE AGE IS UNDER 36 MONTHS, PROGRAM
DISCIPLINE, BEHAVIOR GUIDANCE & TREATMENT OF CHILDREN 4002.27	OR UNPLANNED LOCAL TRIPS STAFF OBTAIN SIGNED DATED WEITTEN CENERAL REPMISSION CONTAINING	COMPLIES WITH DCN RATIOS DAY CARE NURSERY 4002.34 DIN COMPLIANCE WITH STAFF/CHILD DATIOS/MAY
☐ EACH CHILD IS NURTURED, ENCOURAGED AND PROVIDED WITH A VARIETY OF DEVELOPMENTALLY	DATED WRITTEN GENERAL PERMISSION, CONTAINING REQUIRED INFO, FROM EACH CHILD'S PARENT AND INFORM PARENTS OF DESTINATION OF ANY UNIT ANNIED.	IN COMPLIANCE WITH STAFF/CHILD RATIOS/MAX. GROUP SIZE GROUP SIZE
APPROPRIATE LEARNING & SOCIAL EXPERIENCES CHILD CARE PERSONNEL SHALL GUIDE CHILDREN'S BEHAVIOR USING: POSITIVE GUIDANCE, FAIR, REALISTIC	INFORM PARENTS OF DESTINATION OF ANY UNPLANNED TRIPS & ESTIMATED TIME OF RETURN TO PROGRAM	EACH ROOM IS STAFFED BY AT LEAST A CHILD CARE WORKER A SECOND STAFF DEDSON IS ON DREMISES WHEN 6
BEHAVIOR USING_POSTTIVE GUIDANCE, FAIR, REALISTIC RULES AND LIMITS, DESIGNED TO PROMOTE CORPORATION & RESPECT, WHICH ARE CONSISTENTLY	(ALL PROGRAMS) PRIOR TO INVOLVING KIDS IN ANY WATER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ALL PROGRAMS) PRIOR TO INVOLVING KIDS IN ANY WATER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ALL PROGRAMS) PRIOR TO INVOLVING KIDS IN ANY WATER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY ON OR OFF PREMISES OR FIELD TRIPS OTHER ACTIVITY OF TRIPS OTHER O	A SECOND STAFF PERSON IS ON PREMISES WHEN 5 OR MODE CHILDREN ARE PRESENT
APPLIED, AND UNDERSTANDABLE TO THE DEVELOPMENTAL LEVEL OF THE CHILDREN IMPACTED	THAN DESCRIBED IN 4002.31(a), STAFF OBTAIN SIGNED, DATED, WRITTEN PARENTAL PERMISSION WHICH	MORE CHILDREN ARE PRESENT FOR EACH MIXED AGE GROUP STAFF/CHILD RATIO IS BASED ON AVERAGE AGE OF CHILDREN IN GROUP
☐ STAFF GIVE REASONS FOR LIMITS, & USE POSITIVELY WORDED DIRECTIONS, ACT AS ROLE MODELS,	INCLUDES ALL INFO REQUIRED IN 4002.31(d)(1) - (3), FROM EACH CHILD'S PARENT	AND THE MAXIMUM NUMBER OF CHILDREN IN GROUP AND THE MAXIMUM NUMBER OF CHILDREN IS 16 WHENEVER PRACTICABLE, A STAFF PERSON IS
DEMONSTRATING DESIRED BEHAVIOR & REDIRECTING CHILDREN TO ACCEPTABLE BEHAVIOR	ALL PROGRAMS BRING COMPLETED ATTENDANCE RECORDS, COPIES OF REGISTRATION & EMERGENCY	ASSIGNED TO EACH GROUP OF CHILDREN BETWEEN 6 WKS. & 18 MOS. & WHEN POSSIBLE, PRIMARY CARE
STAFF ARRANGE EQUIPMENT, MATERIALS, ACTIVITIES &	INFO FORM, & COPIES OF REGISTRATION & EMERGENCY INFO FORM, & COPIES OF PARENTAL PERMISSION SLIP ON ALL WATER ACTIVITIES WHEN PROGRAMS	GIVER SERVES CHILDREN HE/SHE IS ASSIGNED TO PRE-SCHOOL PROGRAM 4002.35
SCHEDULES TO PROMOTE DESIRABLE BEHAVIOR STAFF USE LOGICAL CONSEQUENCES, ENFORCED AS	TRANSPORT CHILDREN: STAFF RESPONSIBLE FOR CHILDREN DURING WATER	☐IN COMPLIANCE WITH RATIOS/MAX. GROUP SIZE FOR GCDC
SOON AS POSSIBLE AFTER THE MISBEHAVIOR HAS OCCURRED	ACTIVITIES DRESSED APPROPRIATELY TO ASSIST CHILD IN TROUBLE.	OPERATES 5 OR FEWER HOURS PER DAY HAS CURRICULUM WHICH MEETS REQUIREMENTS
WHEN TIME OUT IS USED: IT IS BRIEF AND APPROPRIATE TO THE CIRCUMSTANCES AND	☐ (ALL PROGRAMS) LIFE GUARDS, SWIM INSTRUCTORS, & SIMILAR PERSONS NOT EMPLOYED BY PROGRAM ARE	SCHOOL AGE PROGRAM 4002.36 IN COMPLIANCE WITH STAFF/CHILD RATIOS/MAX.
DEVELOPMENTAL LEVEL OF THE CHILD & CHILD IN TIME OUT IS NOT ISOLATED FROM STAFF OR KIDS	NOT COUNTED IN STAFF TO CHILD RATIO UNLESS THEY ARE RESPONSIBLE ONLY FOR ENROLLED CHILDREN	GROUP SIZE EACH ROOM IS STAFFED BY AT LEAST A CHILD CARE
UNLESS REMOVED FROM THE ROOM FOR ONE-ON- ONE INTERACTION TO HELP THE CHILD REGAIN	PARTICIPATING IN FIELD TRIP/WATER ACTIVITY FOR ROUTINE TRANSPORTATION & OTHER	WORKER A SECOND STAFF PERSON IS ON PREMISES WHEN 13
CONTROL STAFF DO NOT CONFINE INFANTS /TODDLERS IN HIGH	ROUTINE/AND UNPLANNED TRIPS SUCH AS NEIGHBORHOOD WALKS &	OR MORE CHILDREN ARE PRESENT
CHAIRS OR OTHER SEATING DEVICES/EQUIPMENT THAT RESTRICTS THEIR MOVEMENT FOR LONGER	TRIPS TO LOCAL LIBRARY STAFF COMPLY WITH REGULAR STAFF TO CHILD RATIOS.	EXCEPT AS ALLOWED BELOW, SEPARATE SPACE IS PROVIDED FOR SCHOOL AGE CHILDREN
THAN 2 MIN. USE ISOLATION; REQUIRE CHILDREN TO REST OR GO	FOR ALL OTHER FIELD TRIPS AND WATER ACTIVITIES, ADULTS (OTHER THAN EMPLOYED CHILD CARE	WHEN THERE ARE 8 OR FEWER SCHOOL AGE CHILDREN
BED, COT, MAT, CRIB, PLAYPEN ETC. AS A MEANS OF	PERSONNEL) PRESENT TO MEET STAFF TO CHILD RATIOS	PRESENT, THEY MAY BE COMBINED WITH CHILDREN AGE 4 AND OLDER
DISCIPLINE, NOR DISCIPLINE CHILDREN FOR NOT SLEEPING	SHALL BE AT LEAST 18 YEARS OF AGE. IN CENTER BASED PROGRAMS, STAFF TO CHILD RATIO	A WRITTEN PROGRAM SCHEDULE IS AVAILABLE FOR REVIEW WHICH DEMONSTRATES THAT THE
HAND WASHING 4002.28 STAFF WASH THEIR HANDS WITH LIQUID SOAP AND WASH BUNNING WATER AS BECUIED BY 4002 38(4)(4)	MAX GROUP SIZE FOR CHILDREN OF MIXED AGE GROUP	PROGRAM FAMILY & FAMILY GROUP CHILD CARE HOME 4002.37
WARM RUNNING WATER AS REQURED BY 4002.28I(a)(1) - (5)	PARTICIPATING IN FIELD TRIP OR WATER ACTIVITY SHALL BE BASED ON THE AGE OF YOUNGEST CHILD IN GROUP.	FCC WORKERS ARE AT LEAST 21 YEA OLD OR IF 18 - 20,
THROUGHOUT EACH DAY STAFF TEACH, ENCOURAGE & REMIND CHILDREN'S RE. HAND WASHING AS	GROUP. ☐ IN A FCC OR FGCC HOME, STAFF COMPLY WITH REGULAR	HAS H.S. DIPLOMA & REQUIRED PRE-SERVICE TRAINING AIDES OR ASSISTANTS ARE 16 YRS. OR OLDER
REMIND CHILDREN'S RE. HAND WASHING AS REQUIRED. HAND WASHING AFTER TOILETING OR DIAPERING NOT	STAFF TO CHILD RATIO FOR ALL FIELD TRIPS AND FOR WATER ACTIVITIES IN SWIMMING POOLS ON PREMISES	AIDES OR ASSISTANTS ARE 16 YRS. OR OLDER AIDES OR ASSISTANTS WORK UNDER DIRECT OBSERVATION & SUPERVISION OF PROVIDER OR
IN FOOD PREP.SINKS NUTRITION & FOOD SERVICE 4002.29	WATER ACTIVITIES IN SWIMMING POOLS ON PREMISES OF A PRIVATE RESIDENCE IN CENTER BASED PROGRAMS AN ASSOCIATE	FCC WORKER DOCUMENTATION IS AVAILABLE FOR REVIEW WHICH
EATING UTENSILS ARE PROVIDED FOODS ARE SERVED ON PLATE OR NAPKIN, EXCEPT	TEACHER, LEAD TEACHER OR CENTER DIRECTOR, AND IN FCC OR	VERIFIES THAT PROVIDERS AND FCC WORKERS HAVE COMPLETED 6 HOURS ANNUAL TRAINING AS
THAT INFANTS CAN BE SERVED FOOD FROM HIGHCHAIR TRAY, OR TABLE, IF IT IS SANITIZED	FGCC HOMES A FCC WORKER OR FCC PROVIDER, WHO IS DESIGNATED AS IN CHARGE IS PRESENT DURING ANY	REQUIRED CC STAFF PROVIDE CARE FOR 12 OR FEWER
BEFORE USE AS FOOD SURFACE RE-USABLE EATING UTENSILS/CUPS /PLATES WASHED	WATER ACTIVITY OR FIELD TRIP. BACH STAFF PARTICIPATING IN WATER ACTIVITY OR	HOURS/DAY EXCEPT IN EMERGENCIES THE PROVIDER'S CHILDREN, FOSTER & RESIDENT
AFTER EACH USE FRUITS/VEGGIES WASHED BEFORE CUT OR SERVED	FIELD TRIP:	CHILDREN UNDER AGE 10 YRS. ARE INCLUDED IN THE LICENSE CAPACITY
WHEN INDICATED, INDIVIDUAL FEEDING SCHEDULES AND REQUESTED PARENTAL WRITTEN	☐ IS AWARE OF IDENTITY OF PERSON IN CHARGE ☐ IS ASSIGNED PRIMARY RESPONSIBILITY FOR A SPECIFIC	NIGHT CARE PROGRAM 4002.38 IN COMPLIANCE WITH REQUIREMENTS FOR
DIETARY RESTRICTIONS FOLLOWED FOODS CUT SMALL IN ACCORDANCE WITH	GROUP OF CHILDREN DOES HEAD COUNTS OF CHILDREN THEY ARE	APPLICABLE PROGRAM TYPES(INCLUDING STAFF TO CHILD
CHEWING SWALLOWING CAPABILITIES OF CHILDREN & FOODS SUCH AS SPOONFULS PEANUT BUTTER,	RESPONSIBLE FOR AS OFTEN AS IS NECESSARY TO ENSURE THAT ALL CHILDREN ARE PRESENT AND	RATIOS) NIGHT CARE PROGRAMS OPERATING IN PRIVATE
ROUND FIRM FOODS, WHOLE SLICES HOT DOGS, GRAPES, HARD CANDY, NUTS, POPCORN, ARE NOT	ACCOUNTED FOR AT ALL TIMES IS TRAINED REGARDING SUPERVISION REQUIREMENTS	HOMES WHICH ARE EXEMPT FROM CENTER BASED CARE REQUIREMENTS ARE IN COMPLIANCE WITH ALL
SERVED TO CHILDREN UNDER 2 OR TO KIDS WITH KNOWN CHEWING/SWALLOWING DIFFICULTIES	AND ALL REQUIREMENTS SPECIFIED IN 4002.31	FAMILY/FAMILY GROUP CHILD REQUIREMENTS EXCEPT IN EMERGENCIES, CHILDREN IN NIGHT CARE
LOW FAT OR NON FAT MILK SERVED TO CHILDREN UNDER 2 ONLY WITH WRITTEN MEDICAL	TRANSPORTATION ISSUES VEHICLES ARE CLEAN WITH NO OBSTRUCTIONS ON	PROGRAMS ARE NOT PRESENT IN PROGRAM FOR MORE THAN 12 HOURS IN ANY 24 HOUR PERIOD
AUTHORIZATION PROGRAMS PROVIDE ONLY IRON FORTIFIED	FLOORS/SEATS CHILDREN UNDER 5 ARE NOT TRANSPORTED IN	PROGRAM ACTIVITIES MEET REQUIREMENTS DOCUMENTATION OF EDUCATION & EXPERIENCE IS
FORMULA/CEREAL UNLESS MEDICALLY CONTRIBUDICATED IN WRITING BY LICENSED HEALTH	VEHICLES EXEMPTED FROM SEAT BELTS	ON FILE FOR EACH STAFF AS REQUIRED
PRACTITIONER CHILDREN ARE NOT ALLOWED TO WALK AROUND	REQUIREMENTS FOR CENTER BASED STAFF 4002.32 ☐ IN ALL CENTER BASED A CENTER DIRECTOR OR	☐ TEACHERS MEET REQUIREMENTS FOR THEIR JOB☐ CHILD CARE WORKERS MEET REQUIREMENTS FOR
WITH BOTTLE	QUALIFIED SUB WORKS ON PREMISES FOR 2/3 OF EACH DAYS	THEIR JOB CHILD CARE ASSISTANTS/AIDES MEET
MILK, EXPRESSED BREAST MILK, OR PREPARED FORMULA STORED/HANDLED/DISCARDED AS	OPERATING HOURS EXCEPT THAT SAP'S OPERATING LESS THAN 5 HRS/DAY OR LESS CENTER DIRECTOR	REQUIREMENTS FOR THEIR JOB
REQUIRED	WORKS ON PREMISES ALL OPERATING HOURS A CENTER DIRECTOR OR QUALIFIED SUB WORKS ON DEPARTS OF THE HOUSE HEALTH HOUSE AND ALL THE HOUSE AN	ALL EDUCATION MEETS REQUIREMENTS SPECIFIED IN
	PREMISES FOR 2/3 OF NIGHT TIME HOURS(NCA) THE CENTER DIRECTOR IN ALL CENTER BASED: IS PERDONSIPLE FOR THE DAILY OPERATION OF THE	4002.32(j) - (m) CENTER DIRECTORS, TEACHERS AND CHILD CARE
	RESPONSIBLE FOR THE DAILY OPERATION OF THE PROGRAM;	WORKERS HAVE DOCUMENTATION OF 6/HRS ANNUAL TRAINING AS REQUIRED
	<u> </u>	<u> </u>

COMMENTS/SPECIFICS ON ANY ITEMS CHECKED ABOVE

THIS REPORT OF NON CRITICAL VIOLATIONS SHOULD BE SHARED WITH THE OWNER AND/OR CENTER DIRECTOR AS SOON AS POSSIBLE, AND TO AVOID THE PROGRAM MIUST CORRECT THE ABOVE VIOLATIONS AS SOON AS POSSIBLE, BUT NO LATER THAN 2 WEEKS FROM THE DATE OF THIS VISIT UNLESS OTHERWISE APPROVED BY THE DEPARTMENT. ☐ YES ☐ NO A STATEMENT OF FINDINGS WILL BE ISSUED FOR VIOLATIONS OF CRITICAL RULES FOUND ON THE DAY OF THE VISIT.

t:\program\ccl\group\2000\forms\2000non critical rules checklist.doc

SIGNATURE OF LICENSING SPECIALIST_

DISTRIBUTION WHITE - BCCL YELLOW - CHILD CARE PROGRAM

DATE SIGNED